

# Ballot Printing Clerk

There will be pre-printed ballots for the precincts upon arrival. Throughout the day they need replacing as they are used. Written on a Bright Colored Paper will be the precinct and the circled number of ballots that need printing.

- Log onto your station laptop and click EMS Mobile Ballot Production.
- In the tabs at the top, click File then Open Project.
- Click **2022 Statewide Direct Primary**. In Precinct Portion drop down to precinct number.
- Click Print icon. **Please note: the printer will auto-fill the last quantity so be sure to change this to the desired number of ballots.**
- Click Print.
- Replace the freshly printed ballots in the storage cabinet so there are the same number of ballots in front of the Bright Colored Paper as originally set up.

**Important:** Do not print from the print preview screen. The ballots will print the wrong size and will not be able to be scanned.